

## **PRACTICE NOTE 14**

# **SUPPLEMENTARY GUIDANCE FOR APPLICANTS RELATING TO MINOR AMENDMENTS TO PLANNING PERMISSIONS**

### **Introduction**

There will be occasions when it may be necessary or desirable to amend details approved as part of a planning permission. If the amendment is minor and does not materially change the scheme given planning permission, we will agree it informally by letter. However, in some circumstances, a new formal application will be needed.

This procedure applies only to those cases where:

- development has started in accordance with a valid planning permission or
- development has not started and the period allowed for a start has not expired.

This guidance explains how a request for a minor amendment must be made and how we will decide whether or not a new application is needed.

### **Procedure**

Any request for a minor amendment must be made in writing to us. The letter, must include the reference number and date of the original decision and explain clearly what the amendment involves. The letter must be accompanied by one copy of drawings showing clearly the approved scheme and the proposed changes.

Should requests be made that do not follow the above procedure, the Service may return any correspondence to you without consideration.

Please note that each request will be considered on its merits having regard to all relevant planning considerations. However, the following guidance will be used to decide whether or not a new application is needed.

### **Circumstances when a further application will not normally be needed**

The key questions to consider are whether the amendment would be likely to:

- be significantly different in scale (such as site coverage, mass, height or levels) from the original approval;
- be significantly different in position or location on the site;
- significantly change the visual impact;
- significantly change the impact on neighbours;
- affect interests of any third party or body involved in the original permission;
- be contrary to any relevant planning policy;
- conflict with the requirements of any condition on the original approval;

- change any use from that originally approved;
- increase any impact on protected buildings, monuments or trees or on any approved landscaping scheme.

If the conclusion reached on one or more of the above issues is “yes”, it is unlikely that a minor amendment would be acceptable.

In cases where neighbours or consultees made representations about the original application, we will take extra care in deciding whether or not a new application is needed.

### **Circumstances when a further application will be needed**

A new planning application will always be needed if the amendment would involve:

- new windows, openings or enlargements which could result in loss of privacy to neighbours;
- an extension to the site boundary (or 'red edge' of the application site);
- a significant increase in the scale or size of the building or a material alteration in its appearance from that approved;
- any change in level which would form an 'engineering operation' or would result in potential loss of privacy or amenity to neighbours;
- any significant change to the external materials to be used.
- Representation was received on the element of the scheme subject to the proposed amendment

This list is not comprehensive and there will be other circumstances when we will require a new application.

Development & Planning Authority  
v4July 2023